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**James A. Carder**  
Director  
Division of Accounting

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** July 2, 2003  
**RE:** Vendor File Fax

Effective July 9, 2003, vendor file update changes and deletes must be faxed to OA/Accounting, Vendor File at 573-526-9813. Any vendor file change or delete request received on paper on or after July 9, 2003 will be returned to the agency with a request to fax the vendor file update unless prior approval is obtained from OA/Accounting for your agency to send paper requests to us.

This change is being made because OA/Accounting is now processing vendor file update requests using FaxPress software. This software converts faxed documents into an electronic image for processing and electronic filing.

We also request that agencies limit the number of pages per fax to a maximum of 20 pages. Each group that is faxed must have a cover sheet which gives the total number of pages transmitted, a return fax number, a contact name, and telephone number.

With the implementation of FaxPress, OA/Accounting has the ability to return any request that we cannot process for some reason to the agency by fax. Therefore, effective immediately, any vendor file change or delete request received through fax will be returned by fax to the sender if the request cannot be processed. Please ensure a return fax number is entered on the cover sheet submitted to OA/Accounting. If a fax number is not available, we will attempt to notify the sender by e-mail or by telephone. If we are unable to reach the individual, then the request will not be processed.

The name of the individual sending the fax cannot be viewed until we open the file in FaxPress. Also, once a fax is opened, it must then be worked because when it is closed it automatically transfers to an archive file. Because of the way the FaxPress software works, we will no longer search for a specific fax or rush requests that are faxed. Faxes will be worked on a first in, first out basis. Agency requests to locate a specific fax will be denied.

As a reminder, requests for a vendor file change requires supporting documentation from the vendor, such as a copy of an invoice, a letter on the vendor's letterhead, or a W-9 completed by the vendor.

Vendor file updates affect payment processing and 1099 reporting. Therefore, OA/Accounting may request an agency to obtain a W-9 or other types of supporting documentation prior to processing a vendor file update.

State agencies must ensure that agency staff responsible for vendor file updates submit the updates in accordance with published SAM II Financial Policies and Procedures and related bulletins posted on the SAM II Financial website.

Thank you for your assistance. If you have any questions, please contact your Agency Customer Service Coordinator. If your Agency Customer Service Coordinator has any questions, he/she will contact OA/Accounting's Agency Customer Service Coordinator's Desk for assistance if necessary.